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Library Trustee Minutes 2/9/10

Robbins Library Board of Trustees Minutes of the Meeting February 9, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Radochia, with a second by Ms. Kennedy-Pfister, the board approved the minutes of the meeting of January 12, 2010.

Communications

Clutterers Anonymous donated \$125 in gratitude of the library meeting room.

Community Time

No members of the community were present.

Update on FY 2011 Budget Request

Ms. Loud explained the current budget proposal. The library FY11 budget is reduced by \$101,503 and then increased by \$13,000 for expected utility increases. With the current proposal, the library will most likely need to apply for a certification waiver from the Massachusetts Board of Library Commissioners (MBLC) for next year.

If the library budget were increased for next year, the first amount would be used to increase the materials budget. If additional monies become available, the monies would go toward personnel.

Director's Report

Trustees read the January Director's Report.

Donations made via Paypal on the library website were discussed.

The issue of event capacity crowds was also discussed. Online registration was discussed but dismissed as a solution.

Meeting with Finance Committee Liaisons

John Deyst and Mary Margaret Franclemont from the Finance Committee discussed the FY 2011 budget situation.

All present agreed that library accreditation is of concern to all. Therefore, the materials budget is a priority to increase funding. The liaisons will be coming back to a future meeting once the budget process progresses.

Fundraising

Ms. Loud distributed the list of donors who have given last year but who did not donate in this past campaign.

The trustees discussed a plan to make the materials campaign more obvious to users of the Children's Room. The fundraising committee will draft an email for the Russell Fund Coordinator to send to the library's children's email list.

The trustees discussed the timing of the end of year appeal and the overlap of the appeal by the Friends of Fox. This issue needs to be reconsidered when the appeal gets closer. The trustees will make their donor lists available to Ms. Priver. Ms. Gandek-Tighe will ask the Friends of Fox to make their donor list available to Ms. Priver as well. Ms. Priver has been asked to compare the list of donors and determine the number of people who are on both lists.

Policy Update

Ms. Loud separated out the policies into four categories. Policies in need of minor revisions and those acceptable as written will be reviewed at the March Trustees meeting. The policies under review by the library department heads will be reviewed at the April Trustees meeting. There are additional policies that need to be created and will be addressed in the future.

Long Range Plan

Ms. Loud shared that the work on the marketing plan will start before FY11. Ten staff members have volunteered to work on this plan.

Reallocation of Russell Funds

Ms. Gandek-Tighe made a motion and Ms. Radochia seconded the motion to approve an increase of 4 additional hours per week for the remainder of the fiscal year for the Russell Fund Coordinator to total \$1075 in additional funds. The motion passed.

Community Read

Everyone looked at a list of suggested books. Ms. Loud asked for suggestions for "fun" books with diversity.

Ms. Fennelly and Ms. Radochia volunteered for the Community Read Committee.

Friends of the Library Update

The "Proof" fundraising event is Thursday 2/11/09.

The membership drive will be during February.

Reading Room Lighting

Ms. Radochia & Ms. Muldoon attended a meeting with the lighting consultant. After discussion about additional

lighting, Ms. Radochia made a motion and Ms.Kennedy-Pfister seconded said motion to allocated \$8288.28 from the Cathleen Case Fund to purchase and install new light fixtures for the reading room. The motion passed. The trustees also asked the director to consider options for lighting that do not involve the four permanent columns and to research movable shelving for the periodical collection.

Date of Next Meeting

The next meeting will be March 9, 2010.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Susan Priver
Assistant Director